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Report for Week Ending 21 November 1956
from
PROJECT STAFF

Project 4-84 - Vital Materials Microfilm Project

Microfilming of Vital Materials in the Security Office continues. This project is approximately 75% complete.

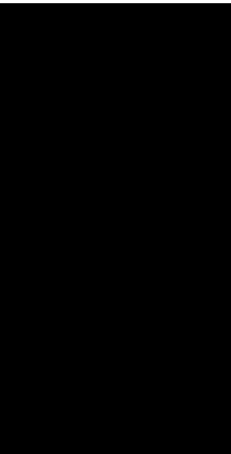

Microfilming of Vital Materials in the Personnel Office commenced this week. This project is 25% complete.

Projects 4-83, 4-96, 5-59, 5-68

No change from previous report.


General Information



The following persons visited the repository during the past week:

<u>NAME</u>	<u>OFFICE</u>	<u>REASON</u>
	ORR/Geographic Division	To view the Vital Materials of ORR/GO
	OSI/Molecular Energy Div.	To inspect the Vital Deposits of OSI/MED
	OCR/Library	To work on the Reference Library at 
	DDP/RI	To make a deposit and withdrawal of Vital Materials

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A meeting was held with Mr.  Security Office, to discuss the best method for depositing the "true" clearances file. The fact that this file was not available during Operation Alert 1956 was pointed out as a deficiency in the OSI system. It was decided that this file would be filmed semi-annually. *critique.*

The installing of file systems in the various branches of OCR/SR continues. Filing Systems have now been installed in the Office of the Chief, Information Control Staff and Analysis Branch. At the present time Mr.  is installing a system in the Machine Branch. The  Branch is the only other remaining Branch to be completed.

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